

NAN YA PLASTICS CORP.-AMERICA  
Personnel Action Form - Change

Print on 3/14/07  
Return Before 3/ 1/07

===== Employee Information =====  
Name : POWELL CHERYL H. Employee ID: 201462

Alias: POWELL, CHERYL, H.  
Original Hire Date : 3/08/99 210 FPG-USA Hire Date : 3/08/99  
Recently Rehire Date: 3/08/99 Affiliate Transfer Date : 0/00/00

===== New Employee or Present Data =====  
Present Data New (\*\* must be filled)

Effect Date MAR 1 2007 \*\*  
Location Name NAN YA PLASTICS CORP, A NALC NAN YA PLASTICS Corp, A NALC  
Department Name Q.C. DEPARTMENT OFFICE 6310 QC Department Office 6310  
Job Code & Title ADAS ADMINISTRATIVE ASSISTAN ADAS Admna Asst.  
Job Grade/Category 05 Assistant AT 05 Asst. AT  
Performance Rating Merit Increase % PG C Merit 0 %  
Promotional/Special X Prorated Factor 1.0000 Promo. % Special %  
Increase% (If any) = Prorated Merit % Total 0.0 %  
Yearly Base Salary 23,074.00 \$23,074.00  
or Hourly Wage  
Original Review Date 3/01/07 New Review Date 3/1/18 \*\*

Comments & Information

In grade 05,	####	Merit Increase	####
Min: 21199.00	Compa-Ratio	C	B A A+
Mid: <input checked="" type="checkbox"/> 28446.00			
Max: 31799.00	.80 (<=.79)		3.00 4.00 5.00
	.80 To .89		2.50 3.50 4.50
Compa-Ratio is	.90 To 1.00		2.00 3.00 4.00
Curr. salary/Mid	1.01 To 1.09		1.50 2.50 3.50
= <u>.81</u>	1.09 (>=1.10)		1.00 2.00 3.00

===== Salary History (up to latest three) =====  
Effect Loc. Dept Job Job Salary Perfm. Incrs% Incrs% Incrs% Incrs%  
Date Code Code Grade Cat. /Wage Rating Merit Promo. Spec. Total  
3/01/06 NALC 6310 05 AT 23,074.00 B 2.50 2.50  
3/01/05 NALC 6310 05 AT 22,511.00 B 3.00 3.00  
3/01/03 NALC 6310 05 AT 21,855.00 B 3.92 3.92

Approvals

1. Supervisor / Department Manager 3. Division Head

Name: Stephen Page  
Date: 4/4/07

Name: Tina 9  
Date: 15-24-07

2. Plant Manager / Director  
Name: Bruce Pitt  
Date: \_\_\_\_\_

4. President Office  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

DEFENDANT'S  
EXHIBIT 13

===== Personnel/Payroll Only =====  
Emp. Status: A / Class.: F / Group: S / Pay Schedule Date: / /  
Personnel: Payroll:

# SALARY EVALUATION FORM

Page 1 of 2

Employee Cheryl Powell

Evaluation Date 4/4/7

Position Admin Asst.

Hire Date 3/8/99

ID # 201462

## PERSONAL PERFORMANCE RATING

• PART A: FOR ALL EMPLOYEES		Evaluation Points
1.	<b>DEVELOPMENT OF SELF</b> Degree to which growth and continual improvement is sought.	55
2.	<b>TEAMWORK</b> Able to work/cooperate with others on an individual or group basis.	75
3.	<b>DILIGENCE AND ETHICS</b> Earnest and persistent effort to accomplish what is undertaken while adhering to strong ethical principles and working with honesty and integrity in dealing with co-workers and business associates.	65
4.	<b>GOAL SETTING AND ACHIEVEMENT</b> Able to define and prioritize goals/objectives and to carryout specific courses of action for self and/or others to achieve them. Possesses commitment of time and energy to ensure task/goal achievement.	65
5.	<b>VERSATILITY</b> Displays multi-functional skills and had the ability to handle different technical tasks. Demonstrates flexibility when working with others.	70
• PART B: FOR ALL ASSISTANT SUPERVISORS AND ABOVE POSITIONS		
6.	<b>LEADERSHIP</b> Demonstrates effective leadership through inspiring a shared vision, challenging the process, enabling others to act, modeling the way, and encouraging the heart.	
7.	<b>DEVELOPMENT OF OTHERS</b> Effectiveness and thoroughness of managerial efforts to develop the knowledge, skills, abilities and performance of subordinates and others.	
<b>AVERAGE of PERSONAL PERFORMANCE POINTS</b>		<u>66</u>

### I. PERSONAL PERFORMANCE RATING [30% weight]

Average of Evaluation Points (from above) 66 x .30 = 19.8

### II. INDIVIDUAL ANNUAL GOALS [70% weight]

Average of Evaluation Points (from Individual Annual Goals Sheet) 70 x .70 = 49.0

### III. RECOMMENDED OVERALL RATING SUMMARY

68.8

Recommended Rating Is: [Circle One]	OUTSTANDING A+ 93 - 100	EXCEEDS EXPECTATIONS A 85 - 92	COMPETENT B 70 - 84	IMPROVEMENT NEEDED C 60 - 69	NOT ACCEPTABLE D 59 and below
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## SALARY EVALUATION FORM

Page 2 of 2

This side must be completed prior to submission and final approval.

### Immediate Supervisor's Comments:

Ms Powell has a good Attitude. The major issues are being late too work and seeking out work when caught up on routine items. Ms Powell received 2 warnings for being late to work this evaluation period.

### Employee has these particular strengths:

good Attitude

### Areas for further development or improvement are:

Punctuality - must be AT WORK ON TIME  
seek additional work when routine work is finished

Initial Preparation By

Stephen Ray  
(Immediate Supervisor)

Date 4/4/7

### Employee's Comments:

Employee's Signature

Christ Powell

Date 4/9/07

### Approving Manager's Comments:

Ms Powell was counseled on tardiness and being busy. Ms Powell has shown improvement since the last warning. She received (2) warnings this year.

Approved By

Stephen Ray

Date 4/9/7

Send original document to the Personnel Section, along with the Personnel Action Form (PAF) and the employee's Individual Annual Goals.

▪ ATTACH ADDITIONAL SHEET IF MORE SPACE IS REQUIRED

# **INDIVIDUAL ANNUAL GOALS**

1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter.
2. At the time of the annual evaluation make a copy of this form and the previous years goals to attach to the evaluation form
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

Employee Name: Cheyl H. Powell  
Employee ID: 201462

For (Year) 2007

Reviewed By: [Signature]

Employee and Svr/Mgr Initial and Date at each Quarterly Review	March	June	September	December
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For Salary Employees (Section Manager and above use Form #: PN42) (To be filled out on the copy attached to the evaluation) Overall Evaluation Points \_\_\_\_\_

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations; Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Evaluation Points
1.	<b>Safety/</b> 1. To keep safety supplies on hand. 2. Report possible safety hazards.	1. Must always keep safety glasses, gloves, ear plugs, flashlights, batteries, and dust mask on hand. Keep the 5 S program ongoing. 2. Keep all surroundings as safe as I can. 3. Maintain working office equipment.	Daily			_____
2.	<b>Housekeeping/</b> 1. Maintain a beautiful work-area.	1. Sort, shine, systemizes, sustain, and self-discipline.	Daily			_____
3.	<b>Personnel/Payroll</b> 1. Communicate with my supervisors	1. Communicate with employees to encourage them to remember they are responsible to fill out their AV cards when going on vacation. 2. Just keep communicating, read shift log to keep better knowledge of attendance.	Daily			_____
4.	<b>Data Entry, Reports, Charts</b> 1. Proofread	1. Provide management with the results in a timely manner.	Daily			_____

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For (Year) 2006

Employee Name: Cheryl H. Powell

Employee ID: 201462

Reviewed By: Stephan Page

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations; Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Evaluation Points
1.	<b>Safety</b> - My goal is to stay focused on keeping our office equipment operational and mention to upper management where there are potential safety hazards.	1. Monitor the performance of our equipment. 2. Communicate to management of what I think needs addressed pertaining to the safety of our people.	Daily	Exceed expectations daily. 1. Each day starts with examining the office equipment and distributing faxes & reports that has been issued over the night shift. This provides management with all information to take to the meetings with barely any surprises. 2. I fix the paper jams and troubleshoot problems on many occasions. Since the new copier arrived (3/6/06) maintenance has been called 9 times. I meet my obligations and provide for our office staff. This prevents stress & hurry for everyone. 3. I cared enough to contact Utilities department to come fix the AC/Hearing problems in the office 4 times and received the proper repair. 4. Making sure Assistant Supervisors receive all the training materials on the monthly safety topics in a timely manner. 5. I always have the safety supplies that our needed for both sections on hand in the field office. Medicines, band-aides, etc. are available to our employees.	1. No safety issues in CLAP or ACT office 2. Good job with copy maintenance 3. Maint. office for safety hazards spills, open cabinets etc.	75

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For (Year) 2006

Employee Name: Cheryl H. Powell

Employee ID: 201462

Reviewed By: Steph Page

2.	<b>Housekeeping</b> - My goal is to create a pleasant, clean, and organized workplace. Become better disciplined at cleaning.	1. Seek opportunity to better organize. 2. Clean and put everything I know of in its place.	Daily	I have met and exceeded my expectations. 1. I always start the day with an evaluation of our office equipment, filing paper in the fax and copier. I also recycle the used sheets into our fax machine saving the company money. 2. Each day I use the 5 S's system. Sort, Shine, Systematize, Self-discipline, and Sustain.	<i>Housekeeping in office needs Attention i.e. organize cabinets</i>	70
3.	<b>Personnel/Payroll</b> My goals are to provide accurate information to Personnel so our people will be paid for their work done.	1. Being aware of when our people will be on vacation and have them to sign their A.V.	Daily	I have excelled in learning what my management will accept or not for payroll purposes. 1. Each day I read the work shift log to find information concerning missed hours. 2. I communicate well by leaving a note attached to the Asst's mailbox asking the person to come by and see me. I get results and discuss with management.	<i>Good job with Payroll</i>	75

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For (Year) 2006

Employee Name: Cheryl H. Powell

Employee ID: 201462

Reviewed By: Steph Page

4.	Data Entry, Reports/Graphs	Review shift log report daily. Report the results immediately. Provide support to management. Become less outspoken about personal issues.	Daily	Demonstrates management abilities by making sound decisions when I'm in charge. I have successfully managed to perform duties required of me by all my superiors and operators. I get the job done by maintaining a positive attitude under stress and intimidation.	1. Continue To learn about SDC	60
	My goals are to: 1. Get ready, set, go 2. Provide manager with the most updated results I can. 3. Prepare graphs accurately the first time. 4. Eliminate idleness.			1. I am providing the graphs for the weekend and daily scans. 2. I am working with my supervisor on the "bugs" that need be worked out of the SDC system. 3. My time is busy with entering data, and assigning work to complete our departments obligations. COA's are prepared for our inside customers: Sales dept., Tech. Service dept. and the Filament dept. Response / Service reports are copied mailed to QC1 then filed. Analysis reports are typed and mailed to QC1 to prove our quality and distributed appropriately. 4. 10-minute education reports are typed and maintained. 5. I assign a person to provide the Sales Department with the boxed sample and have delivered to desired location. 6. I always give my assistance to all departments. 7. The power of teamwork proves to be an effective way to communicate.	2. Good job on Samples 3. Look for work when things appear slow 4. Do not eat at desk other than lunch. Use the Break Room 5. Reduce Typing errors	